



CITY OF  
WEST LAFAYETTE

MEMORANDUM

TO: City Council Members

FROM: Diane Foster  
Human Resources Director

DATE: June 25, 2009

SUBJECT: **AMENDMENT TO SALARY ORDINANCES**

Two recent resignations in the Department of Development have provided an opportunity for the Director of Development to further restructure the department. These changes have created a need to amend the current salary ordinances as follows:

**Ordinance No. 29-08 – Appointed Officers, Employees and Members of the Police and Fire Departments of the City for the Year 2009**

**Department of Development**

- *Housing Program Coordinator* This Ordinance has been amended to reflect a change in job title from the position of *Assistant Director of Development and Inspections* to *Housing Program Coordinator*. The change in job title more accurately reflects the current job responsibilities. This position will be funded 85% in EDIT.
- *Marketing and Grants Administrator* – This Ordinance has been amended to reflect a change in job title and duties from the position of *Redevelopment and Neighborhood Planner* to *Marketing and Grants Administrator*. This position will be funded 50% in EDIT.

**Police Department**

- *Over-occupancy/Nuisance Enforcement Officer* – This Ordinance has been amended to reflect a change in job title from *Nuisance and Housing Inspector* to *Over-occupancy/Nuisance Enforcement Officer*. Although now reporting to the Police Department, this position will continue to be funded 100% in EDIT.
- *Code Enforcement Supervisor* – This Ordinance has been amended to reflect a change in job title from *Housing Inspector* to *Code Enforcement Supervisor*. Although now reporting to the Police Department, this position will continue to be funded 100% in EDIT.

The Police Department is creating a "Community Services Division" which will coordinate all of the activities of parking enforcement, animal control, and code enforcement.

**Ordinance No. 30-08 – 2009 Wastewater Treatment Utility Salary Schedule**

- This Ordinance has been amended to change the position title of *Assistant Director of Development and Inspections* to *Housing Program Coordinator*. This position will be funded 15% in WWTU.
- This Ordinance has been amended to change the position title of *Redevelopment and Neighborhood Planner* to *Marketing and Grants Administrator*. This position will be funded 50% in WWTU.

Copies of all four job descriptions are attached for your review. Please contact me, Chandler Poole, or Jason Dombkowski should you have any questions.

**NOTE: Council Members will be asked to approve the proposed amendments to the Salary Ordinances with two readings at the July Council Meeting.**